

Activities and Community Outreach Coordinator. Under the direction of the Executive Director the ACO Coordinator shall plan, direct and implement resident and community activities that support and fulfill the SPRING CREEK mission.

The responsibilities for the ACO Coordinator include, but are not limited to:

- a. Work in cooperation with the Executive Director to fulfill the mission of SPRING CREEK.
- b. To represent SPRING CREEK to the public at large in a positive manner.
- c. Plan and post the monthly Activities Calendar at least two weeks in advance
- d. Collaborate with the SPRING CREEK team to plan and implement meaningful community events
- e. To coordinate the involvement of the community at large with the residents and assist the residents in maintaining as much involvement in their community as they are able.
- f. Manage activity and event equipment and supplies, keeping them organized, in good repair and ready for use.
- g. Be responsible for activity supplies purchases insuring costs are maintained within budget.
- h. Provide multi-media resident activity/event documentation (written, photo, etc.) for disbursement to local media, families and for the promotion of future events.
- i. Collaborate with the publishing of the SPRING CREEK newsletter, website etc.
- j. To assist in other duties as requested and/or assigned by the SPRING CREEK Executive Director.